

NAVSTABREMINST 5100.2
Code BOOT
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NAVAL STATION BREMERTON INSTRUCTION 5100.2

From: Commanding Officer, Naval Station Bremerton

Subj: NAVAL STATION BREMERTON ZONE INSPECTIONS

Ref: (a) OPNAVINST 5100.23E of 15 Jan 99, Navy Occupational
Safety and Health Program Manual
(b) NAVSHIPYDPUGETINST 1132.1F Fire Prevention and
Protection Manual
(c) U.S. Navy Regulations, 1990
(d) OPNAVINST 3120.32B

Encl: (1) Inspection Zones
(2) Zone Area Map
(3) Zone Inspection Discrepancy Sheet
(4) Zone Inspection Check Sheet

1. Purpose. To provide policies and procedures for execution of Naval Station Bremerton's Zone Inspection. In addition, this plan will consolidate current inspection requirements of references (a) and (b).

2. Background. References (c) and (d) outline the requirements for conducting zone inspections. Visual inspection is a means of monitoring the material condition of the command, determining deficiencies and cleanliness, and ensuring facilities are in a satisfactory state of preservation. Each inspection report will provide information of discrepancies vital to safety, health, and quality of service to personnel.

3. Procedures

a. Naval Station Bremerton has been divided into 23 inspection zones. (See enclosures (1) and (2)). Zone inspections will be conducted every two weeks on a six month cycle. The schedule will be:

First inspection - Zones 16 and 17
Second inspection - Zones 18 and 19
Third inspection - Zones 20, 21 and 22
Fourth inspection - Zone 23
Fifth inspection - Half of Zone 24

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Sixth inspection - Second half of Zone 24
Seventh inspection - Zones 25 and 26
Eighth inspection - 27, 28 and 29
Ninth inspection - Zone 30
Tenth inspection - Zone 31 and 32
Eleventh inspection - Zones 33, 34 and 35
Twelfth inspection - Zones 36, 37 and 38

b. Buildings scheduled for an Annual Safety Inspection, per reference (a), during the Zone Inspection Cycle will not be scheduled for a Zone Inspection during that cycle.

c. An inspection schedule, listing designated inspectors, will be published by notice. Department Heads will not be required to inspect their own spaces.

d. Following the completion of each inspection, inspection reports (see enclosure (3)) will be submitted to cognizant Department Head for correction of discrepancies.

4. Objectives. While inspecting for safety and health problems, each inspection party will reinforce fire prevention regulations. Using judgement and common sense, inspectors will identify conditions which are detrimental to the safety and well-being of personnel or detract from overall appearance. Enclosure (4) provides a check sheet and lists examples of reportable deficiencies. The following areas should receive particular attention:

a. Industrial Safety. Safe and proper operation of equipment, wearing of personal protective equipment when required, posting of warning signs, etc.

b. Fire Prevention. Improper storage of flammable, hazardous materials/waste, excessive accumulation of rags/paper, accessibility and adequacy of fire fighting equipment, etc.

c. General Housekeeping. Attention is directed to proper storage of tools, unused materials, and general policing of work areas.

d. Utility Conservation.

e. Physical Security.

f. Current Fire Bill.

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g. General Presentability of outside areas adjacent to spaces being inspected.

h. Material Condition.

i. Sanitation.

5. Action

a. The Executive Officer has overall responsibility for zone inspections and approves Zone Inspection Schedule.

b. Department Heads will:

(1) Take action to correct any minor discrepancies within their respective areas.

(2) Ensure Building Manager or a designated representative is available to escort inspector and act as the recorder when scheduled.

c. The Safety Officer is the Zone Inspection Coordinator and will:

(1) Provide the Zone Inspection Schedule to the Executive Officer for approval.

(2) Collect Zone Inspection Discrepancy Sheets (after routed through the Department Head) for consolidation.

(3) Maintain a Zone Inspection Discrepancy Database. Provide discrepancy correction status to the Executive Officer on a Quarterly basis.

(4) Review and evaluate results of zones inspected for unsafe or unhealthful conditions. These discrepancies will be documented for follow up Occupational Safety and Health tracking.

d. Inspecting Officers will:

(1) Report to Bldg 443 Conference Room at 0745 on day scheduled to receive a briefing, review zone inspection folders and commence zone inspections as directed.

(2) Compare discrepancies with previous inspection reports and determine if they are repeat observations.

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(3) Sign the completed Zone Inspection Discrepancy Sheet and provide it to the building manager upon completion of the inspection.

e. Building Managers will:

(1) Accompany inspecting officers and document all identified discrepancies using inspection report forms (enclosure (3)).

(2) Correct all discrepancies within their capabilities or submit for trouble calls those discrepancies outside department capability.

(3) Ensure the signed zone inspection report, with status of each discrepancy, is provided to the Department Head and routed to the Zone Inspection Coordinator within five days.

/S/

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Distribution:

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List I